



Bolivar Planning Commission

PO Box 37

Harpers Ferry, WV 25425

Building Handbook

Town of Bolivar

WHO MUST FILE?

All persons, partnerships, corporations, joint ventures or other business entities for any extension, construction, sub construction, enlargement or removal of any building as defined in the Building Ordinance and the Planning and Zoning Ordinance. Applicants for subdivisions (more than one single family home on more than one acre of land) must apply under the Bolivar Subdivision Ordinances.

When to File?

Before the commencement of any construction, enlargement, removal or use change of any building or structure.

How to File?

Application Forms- Submit six (1) complete copies of your application which includes:

- This form
- Site map of your lot and the footprint of the structure or outbuilding you wish to construct or place on your property, clearly showing setbacks from front, back and side property lines.
- Complete building plans on standard 24" by 36" drawing paper, to scale
- Letter of service from the Harpers Ferry/ Bolivar Public Sewer District and Harpers Ferry Water Works
- Evidence of payment of impact fees for new home construction
- Evidence of compliance with Bolivar Building Code Appendix A- Storm water management and drainage provisions
- Documentation as requested by the Zoning Administrator

Bolivar Planning Commission

Application for:

Building Permit Building Demolition Permit Use Permit
 Variance Request Use Variance Application Form

I hereby make application for a permit for the following reason (s)

Location/ Street, Block, Lot Number:

Permit Fee \$10.00 Deck Inspection \$35.00
 Inspection Fee \$75.00/each Demolition Fee \$35.00
 Construction Fee \$10/\$1000 cost of construction

Estimated cost of construction _____ Permit holder must submit the final and total cost figures for the project and make construction fee adjustment a prior to final occupancy.

Total Fees _____ Adjustments to Fees _____

I will be responsible for all damages that occur on any property other than my own and agree to perform all work in strict accordance with the Building Ordinances, the Building Permit Ordinances and the Planning and Zoning Ordinances and have attached the necessary forms required by each.

Contractor Information

Applicant Information

Name (print or type)

Company Name

Street Address

PO Box

City/State/ Zip Code

Phone (Home or Business)

Email

State License Number

Bolivar License Number

I have read and agree to the terms set forth in the Planning, Zoning and Building Ordinances for the Corporation of Bolivar.

Signature of Applicant

Date

Zoning Administrator Recommendations (Approve, disapprove, more information required) Reasons should be stated and this paragraph shall be dated and initialed.

Planning Commission Action (Approval, Disapproval, tabled pending more information)

